

CHAPTER 7: SECTION 1

EXTERNAL BANK ACCOUNTS

1.1 External Bank Account Approval Process

Per the requirements of CRS 24-36-103, 24-36-104, and 24-75-202, departments, institutions or agencies must obtain approval from the State Controller and the State Treasurer to open an external bank account. Approval for the account must be granted prior to contacting the bank to open an account.

The agency should prepare and submit a written request for an external bank account to the State Controller's Office (SCO), signed by the department controller. Send the written request to the agency's field accounting specialist. This request should contain the following information:

1. Type of account requested (i.e. depository, imprest, checking/savings)
2. Justification for the account, which should include:
 - a. Why this money cannot be directly deposited with the treasurer;
 - b. Why state warrants cannot be issued;
 - c. Use of account (i.e., What moneys will be deposited into the account? What kind of disbursements will be made out of the account?);
 - d. Statutory or regulatory requirements;
 - e. Anticipated average daily balance in the account; and
 - f. Any other information available to clarify the review.
3. Bank preference, if known.

The SCO reviews the request and, if approved, completes the Departmental Bank Account Authorization form. The SCO then routes the authorization form to the State Treasurer for review and approval. If the State Treasurer approves the request, the original authorization form is filed in the SCO and copies are sent to the State Treasurer and to the requesting agency. Additional information regarding the bank name, account number and other items need to be provided to the SCO once the external bank account is opened. A form is provided along with the approved authorization to relay this information to the SCO. If either the SCO or the State Treasurer denies the request, the agency is notified by the SCO.

If the agency has questions regarding banking issues relative to opening an external bank account, they should contact the cash manager in the Department of Treasury (303-866-3253) prior to submitting the request for approval. Approvals for a group of accounts will be granted only for agencies that have numerous accounts for the same purpose, e.g., drivers license offices throughout the state. The Department of Treasury will perform a periodic review to re-authorize existing external bank accounts.

1.2 Deposit of Public Funds

Public funds are required by statute to be deposited in eligible public depositories. CRS 11-10-111 states in part,

“Any official custodian may deposit public funds in any bank which has been designated by the banking board as an eligible public depository. It is unlawful for

an official custodian to deposit public funds in any bank other than one that has been so designated.”

Additionally,

“Each official custodian shall inform an eligible public depository that the public funds on deposit are subject to the provisions of this article before entering into a depository agreement with the eligible public depository.”

PDPA (Public Deposit Protection Act) numbers are used to identify banking institutions, including savings and loan associations, eligible to accept public funds, and to identify funds on deposit as belonging to public institutions. Department PDPA numbers should not be used on any accounts where the funds are not public funds. Funds recorded on COFRS, fund 900 (agency funds) are considered public funds.

The department should request a copy of the banking institution’s certification as an eligible public depository and maintain it for its records. This certification should include the 5-digit PDPA number assigned to the *banking institution*. The bank’s PDPA number should be reported back to the SCO along with the other applicable banking information.

Each *department* of the state has been assigned a 12-digit PDPA number. The State Treasurer is generally considered the official custodian of state funds. Contact the cash manager at the Department of Treasury (303-866-3253) with questions regarding state funds, and for the PDPA number assigned to your department. **The department’s PDPA number must be furnished to the banking institution at the time the account is opened.** Any questions regarding banking institutions authorized to accept public funds should be directed to the Department of Regulatory Agencies, Division of Banking at 303-894-7573. The Division of Financial Services within the Department of Regulatory Agencies maintains the eligible list of savings and loan institutions. They can be reached at 303-894-2336.

1.3 Turnaround Report

External bank account information will be verified on an annual basis. A turnaround report will be sent by the SCO to each department prior to fiscal year close. Agencies may also find the report useful to prepare bank confirmations. This report will be used to update the information maintained by the SCO on external bank accounts used by the departments. Instructions and due dates will be distributed with the report. The turnaround report is not to be used to request approval for an external bank account. Request for approval should follow the procedure explained above.